



OFFICE OF THE STATE SUPERINTENDENT OF EDUCATION (OSSE)

REQUEST FOR APPLICATIONS (RFA)

COMMUNITY SCHOOLS INCENTIVE INITIATIVE (CSII2016)

Announcement Date:

August 21, 2015 (12:00 noon EST)

Application Submission Deadline:

September 4, 2015 (4:00 pm EST)

Division of Elementary, Secondary, and Specialized Education (ESSE)
810 1st Street NE, 5th Floor
Washington, DC 20002

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED FOR AN
AWARD**

CHECKLIST FOR APPLICATION

COMMUNITY SCHOOLS INCENTIVE INITIATIVE GRANT

The Office of the State Superintendent of Education (OSSE) will not forward applications to the review panel that do not conform to the following specifications:

- ☐ The application is printed on 8 ½" by 11" paper, single-sided, double-spaced (including bulleted items), using 12-point Calibri font type with a minimum of 1" margins, and not exceeding ten (10) pages of narrative excluding attachments. All pages are numbered.
- ☐ Two copies of the application (with attachments) are provided to Yuliana.delarroyo@dc.gov.
- ☐ The applicant has answered all components of the RFA and included all required documentation.
- ☐ Applications received after 4:00 p.m. EST, on September 4, 2015, will not be considered for review. Any additions or deletions to an application will not be accepted after the deadline. Applicants will not be allowed to assemble application materials on the premises of OSSE. Applications must be ready for receipt by OSSE.

For any questions, please contact:

Yuliana Del Arroyo
Director of Special Programs
Office of the State Superintendent of Education
Elementary, Secondary, and Specialized Education Division
810 1st Street NE, 5th Floor
Washington, DC 20002
(202) 741-0478
yuliana.delarroyo@dc.gov

TABLE OF CONTENTS

	Page
SECTION I. GENERAL INFORMATION	5
1.1 Introduction	5
1.2 Purpose of Funds	5
1.3 Source of Funds	5
1.4 Grant Award Requirements	6
1.5 Award Period	7
1.6 Funds Available	7
1.7 Eligibility	7
1.8 Permissible Use of Grant Funds	7
1.9 Grant Monitoring	8
SECTION II. SUBMISSION OF APPLICATION	9
2.1 Release for Application	9
2.2 Pre-application Webinar	9
2.3 Application Deadline	9
2.4 Award Announcement	9
2.5 OSSE Contact Information	9
SECTION III. APPLICATION CONTENT	10
3.1 Format and Scoring	10
3.2 Descriptions of Application Sections	10
Executive Summary	10
A. Program Features	10
B. Program Implementation and Monitoring	11
C. Financial Management and Sustainability	12
SECTION IV. REVIEW PANEL AND APPLICATION SCORING	13
4.1 Review Panel	13
4.2 Scoring Rubric	13
SECTION V. GENERAL PROVISIONS	14
5.1 Monitoring and Reporting	14
5.2 Certificate of Good Standing	14
5.3 D.C. Obligations	14
5.4 Document Retention	14
5.5 Audits	14
5.6 W-9	14
5.7 Conflict of Interest	14
SECTION VI. ATTACHMENTS	15
A. Original Receipt	16
B. Applicant Profile/Cover Page	17
C. Administrative Approval Form	18
D. Grant Budget & Narrative Justification	19
E. Attestation of Priority Areas	20

F. Assurances	21
G. Applicant Acknowledgement of Compliance with District and Federal Statutes and Regs.....	23
H. Scoring Rubric.....	24

SECTION I: GENERAL INFORMATION

1.1 Introduction

The Division of Elementary, Secondary, and Specialized Education (ESSE), within the Office of the State Superintendent of Education (OSSE), is soliciting grant applications for the following two Community Schools Incentive Initiative Grants:

- ☐ **CSII2016-1: Community School Incentive Initiative Grant**
- ☐ **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting the homeless student population)**

1.2 Purpose of Funds

The purpose of this grant is to establish two (2) community schools in the District of Columbia, as defined by the Community Schools Incentive Act of 2012.¹ The overall goal of the Community Schools Incentive Initiative Grants is to provide resources that will enable “eligible consortia”² to create and enhance community-based partnerships and develop a framework for continued funding as well as ongoing evaluation of program success.

(NOTE: For CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting the homeless student population), the purpose of the grant is also to enhance community-based partnerships to support the District of Columbia homeless student population.)

Washington DC’s school system is comprised of both public schools and public charter schools serving thousands of students. Many of the students in DC are from low economic backgrounds, with a high number qualifying for free or reduced price lunches through the National School Lunch Program. Many challenges can impact long term outcomes for children in economically disadvantaged communities, including poor student achievement, truancy, and poor health and homelessness. According to the Institute for Educational Leadership, in many urban areas, community schools have been an effective approach to ensure that students and their parents/caregivers have access to school and community programs and services that help them to achieve success in life. Through the establishment of community schools, the aim of the grant is to increase student achievement and address many of the challenges faced by economically disadvantaged communities.

1.3 Source of Funds

The source of funds for the FY16 Community Schools Incentive Initiative Grant is FY16 local funds.

¹ As defined by the Community Schools Incentive Act of 2012, a “community school” is a public and private partnership to coordinate educational, developmental, family, health, and after-school-care programs during school and non-school hours for students, families, and local communities at a public school or public charter school with the objectives of improving academic achievement, reducing absenteeism, building stronger relationships between students, parents, and communities, and improving the skills, capacity, and well-being of the surrounding community residents. D.C. Official Code § 38-754.02(2).

² As defined by the Community Schools Act of 2012, an “eligible consortia,” is a partnership established between a local education agency (LEA) in DC and one or more community partners (providers of “eligible services”) for the purposes of establishing operating and sustaining a community school. D.C. Official Code § 38-754.02(3).

1.4 Grant Award Requirements

OSSE will make the funds available through a competitive process for “eligible consortia” that propose substantive, evidence-based approaches to creating community schools. An eligible consortium must demonstrate its ability to provide “eligible services” that were not previously provided to the student/community population by the consortium and establish, operate, and sustain a community school. Pursuant to the Community Schools Incentive Act of 2012, “eligible services” include:

- Primary medical/dental care that will be available to students and community residents;
- Mental health prevention and treatment services that will be available to students and community residents;
- Academic-enrichment activities designed to promote a student’s cognitive-development and provide opportunities to practice and apply academic skills;
- Programs designed to increase attendance, including reducing early chronic absenteeism;
- Youth development programs designed to promote young people’s social, emotional, physical, and moral development, including arts, sports, physical fitness, youth leadership, community service, and service learning opportunities;
- Early childhood education, including Head Start and Early Head Start programs;
- Programs designed to:
 - Facilitate parental involvement in, and engagement with, their children’s education, including parental activities that involve supporting, monitoring, and advocating for their children’s education,
 - Promote parental leadership in the life of the school, and
 - Build parenting skills.
- School-age child-care services, including before-school and after-school services and full-day programming that operates during school holidays, summers, vacations, and weekends;
- Programs that provide assistance to students who have been truant, suspended, or expelled and that offer multiple pathways to high school graduation or General Educational Development completion;
- Youth and adult job-training services and career-counseling services;
- Nutrition-education services;
- Adult education, including instruction in English as a second language, adult literacy, computer literacy, financial literacy, and hard-skills training; or
- Programs that provide remedial education and enrichment activities.

Priority will be given to schools that have:

- A focus on mental health and associated treatment services;
- Adult education and training;
- A student population of which at least 75% of the students qualify for free or reduced-price lunch); and,

- For **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population)**, a student population that contains at minimum a 20% homeless student population.

Additionally, applicants must demonstrate an ability to establish and sustain the following components:

- **Community Partnerships.** To ensure for the development of a robust and well-functioning community school, all “eligible consortia” must intend to provide at least four (4) additional eligible services above what is traditionally provided by the LEA.
 - For **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population)**, at least one of the four (4) additional eligible services must be geared to supporting the homeless student population.
- **Community School Coordinator.** “Eligible consortia” must designate a paid Community School Coordinator to facilitate effective implementation and maintenance of the community school including providing ongoing vision for the community school, securing and maintaining the community partnership, integrating “eligible services” into the school community and assuring that students are participating in these services, managing the budget, seeking additional funding sources, among other things. The Community School Coordinator, if not a full-time employee of a member of the “eligible consortia”, must have adequate time devoted to the community school project to fulfill the requirements stated above.

1.5 Award Period

The grant award period will begin on October 1, 2015 and end on September 30, 2016. Successful applicants shall be eligible for up to three years of grant funding subject to available appropriations.

1.6 Funds Available

The total funding available for this award is \$350,000. “Eligible consortia” (as defined by the Community Schools Act of 2012) may apply for an amount of up to \$175,000 and shall be eligible to receive up to an additional \$175,000 for each of two additional years, subject to available appropriations.

1.7 Eligibility

OSSE will accept applications from “eligible consortia” as defined by the Community School Act of 2012.

1.8 Permissible Use of Grant Funds

Grant funds may only be used for allowable grant project expenditures. The grant is strictly limited to developing and sustaining community schools, as described in the grant award requirement section of this RFA. Funding may not be used for travel expenses for employees and other personnel of members of the “eligible consortium.” Funding may be used to cover costs of salaries and benefits of personnel, transportation for students/community members, materials, training, and to support the promotion of

community partnerships. The grant funds are subject to the terms, conditions and provisions of the *Raising the Expectations for Education Outcomes Omnibus Act of 2012* (D.C. law 19-0142, Title IV).

1.9 Grant Monitoring

At any time during the time period of the grant and for up to three (3) years after payment, the District of Columbia government may audit the applicant's expenditure statements and source documentation. OSSE may utilize several methods to monitor the grant including, but not limited to, the collection of performance data and financial reports. All information in these reports is subject to verification, and OSSE may require additional information from the grantee.

The grant recipient will also be required to submit a mid-term and final report to OSSE, illustrating the use of funds and the progress towards goal attainment. These reports should include all grant required components listed in this RFA.

SECTION II: SUBMISSION OF APPLICATION

2.1 Release for Application

The release date of the RFA is August 21, 2015. The RFA is available both online at www.osse.dc.gov and/or by contacting Yuliana Del Arroyo, Director of Special Programs, at Yuliana.delarroyo@dc.gov.

2.2 Pre-Application Webinar

An optional pre-application webinar will be held on Wednesday, August, 25, 2:00- 3:00pm.

To register, please visit the following link:

<https://attendee.gotowebinar.com/register/3033069164380155650>

2.3 Application Deadline

Applications are due no later than September 4, 2015 (4:00pm EST). Applications may be delivered and/or e-mailed to:

Office of the State Superintendent of Education
Elementary, Secondary, and Specialized Education
810 First Street, NE, 5th Floor
Washington, DC 20002
Attention: Ms. Yuliana Del Arroyo
E-mail: Yuliana.delarroyo@dc.gov

A hard copy of the application must be sent with sufficient time to be received by no later than 4:00 pm September 4, 2015, at the above location. **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

2.4 Award Announcement

OSSE expects to notify applicants of their award status by September 13, 2015.

2.5 OSSE Contact Information

Applicants are advised that the authorized contact person for matters concerning this RFA is:

Yuliana Del Arroyo,
Director of Special Programs
Office of the State Superintendent of Education
Elementary, Secondary, and Specialized Education
Phone: (202) 741-0478
E-mail: yuliana.delarroyo@dc.gov

SECTION III: APPLICATION CONTENT

3.1 Format and Scoring

The application must be printed one-sided on 8.5" by 11" paper, double-spaced (including bulleted items), using 12-point Calibri font with a minimum of one (1") inch margins. A completed application with attachments is required upon submission. OSSE will not forward applications to the review panel that do not conform to these specifications.

The scoring of the application is based on a 60 point scale. For details on the FY16 Community School Incentive Grant Scoring Rubric, please refer to **ATTACHMENT H- SCORING RUBRIC**.

3.2 Description of Application sections

The purpose and content of each section is described below. Applicants should include all information necessary to adequately describe the proposed project.

Executive Summary

- ☐ **Overview:** Briefly describe how the plans to use the grant funds to implement a community school will expand school and community support to District students.
 - For **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population)**, special attention should be given on the use of the grant funds to implement a community school that will support the homeless student population.

A. Program Features (Maximum 20 points)

- ☐ **Grant Requirement:** This grant requires that the grantee demonstrate an ability to establish and sustain the following components:
 - **"Eligible Consortium"/ Community Partnerships.** Please provide a description of the proposed eligible consortium, including the type and number of community partners and how the eligible consortium shall address the needs and build upon the assets of the community that it will serve.
 - **Understanding of the community's need.** Please provide an assessment of the local school community and neighborhood's needs and assets, and an explanation of how the students and community will benefit from the community school;
 - For **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population)**, please provide an assessment of the homeless student population in the community, including the number of homeless student in the community school.

- **Community Advisory Board.** Please provide a plan for the development of a community school advisory board to include members of the school leadership, school faculty, parents of school students, community leaders, community-based organizations, and other community members.
- **Community School Coordinator.** “Eligible consortia” must designate a paid Community School Coordinator to facilitate effective implementation and maintenance of the community school. Describe a plan for staffing a community school coordinator position, including the qualifications of personnel, the availability of staff and/or the plan for recruitment and hiring to ensure that the coordinator is in place in time for start-up. Also, please describe the responsibility of the Community School Coordinator and the amount of time that the Coordinator will devote to the position.
- ☐ **Program Mission and Vision:** Provide a mission and vision statement of the community school and demonstrate how the community school shall address the needs and build upon the assets of the community it serves. The mission statement should: (1) clearly articulate the consortium’s overall vision/philosophy of the “community school” approach, and the significance of serving students through a community school approach.
 - For **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population)**, special consideration should be given to supporting the homeless student population.
- ☐ **Program Goals:** List the program’s three (3) overarching goals. In defining the goals, include student-level performance goals as well as program-level performance goals. Describe how the goals will be used as a basis for measuring the effectiveness of the consortium.
 - For **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population)**, please include as one of the three (3) overarching goals, a goal focused on the homeless student population.
- ☐ **Program Start-Up:** Describe training/orientation plans for school staff and key stakeholders to ensure that the purpose of the community school approach is clear to all stakeholders. Please include a timeline for the implementation of the community school (may be included as an attachment and will not be counted towards the ten (10) page limit).

B. Program Implementation and Monitoring (Maximum 20 points)

- ☐ **Parent/Student Involvement:** Describe the role that each member of the consortium will play in ensuring that families are welcomed and encouraged to seek community school support.

- For **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population)**, please also describe the support that will be provided to ensure targeted support is provided to homeless families in the community.
- ❑ **Community Engagement:** Describe how the consortium intends to foster a relationship with community agencies/organizations that serve the community school students. The degree to which the applicant is able to use the opportunity to demonstrate the creative use of existing partnerships and/or secure additional resources from community partners will be considered.
- ❑ **Data Collection:** Describe how data will be collected to assess and evaluate the program on a regular basis (include: data collection methodology and frequency).
- ❑ **Evaluation of Program:** Describe the evaluation plan to regularly assess the outcomes of the community school in terms of services provided and improvements in health, academic, or social outcomes (may be included as an attachment and will not be counted towards the (10) page limit).

C. Financial Management and Sustainability (Maximum 20 points)

- ❑ **Financial Management:** Please describe the financial management and internal accounting procedures that will be used to ensuring proper financial management, including the fiscal controls put in place to ensure accountability. The applicant must agree to maintain its financial records in accordance with generally accepted accounting principles (as defined by the American Institute of Certified Public Accountants).
- ❑ **Proposed Budget:** Please provide a proposed budget and narrative description of the proposed used of grant funds, which budget shall reflect a core concept of service coordination and integration and the narrative shall describe how the eligible consortium shall provide at least four (4) additional services that did not exist before.
- ❑ **Program Sustainability:** Describe how the consortium plans to continue operation after the grant period. Provide how identification of possible funding opportunities will occur after the grant period.

SECTION IV: REVIEW PANEL AND APPLICATION SCORING

Applications will be screened initially by OSSE staff to determine whether all application and eligibility requirements have been met. Only applications that meet all eligibility and application requirements will be evaluated, scored, and rated by the review panel.

4.1 Review Panel

OSSE will use external peer reviewers to review and score the applications received for this RFA. External peer reviewers may include employees of the District of Columbia government who are not employed by OSSE. An external peer reviewer is an expert in the field or the matter. The final decision to fund applicants rests solely with OSSE. After reviewing the recommendations of the review panel and any other information considered relevant, OSSE shall decide which applicants to fund.

4.2 Scoring Rubric

For details on the FY16 Community School Incentive Grant Scoring Rubric, please refer to **ATTACHMENT H- SCORING RUBRIC**.

SECTION V: GENERAL PROVISIONS

5.1 Monitoring and Reporting

OSSE may utilize several methods to monitor the project including, but not limited to, site visits, collection of performance data, and financial reports. All information in these reports is subject to verification, and OSSE may require additional information from the grantee. Additionally, OSSE reserves the right to request and be provided with additional information, such as financial statements, academic progress data, etc. at any time during the grant award life.

5.2 Certificate of Good Standing

Each applicant must submit a Certificate of Good Standing from the DC Department of Consumer and Regulatory Affairs, as applicable. The Certificate shall be current (issued within 60 days of the application submission).

5.3 D.C. Obligations

Each applicant must submit a notarized statement verifying that it is current on all obligations outstanding to a District of Columbia government agency.

5.4 Document Retention

Sub-recipients of these funds are required to maintain complete documentation of grant activities including financial records, supporting documents, statistical records, and all other records pertinent to this award for a period of three (3) years from the end date of the program period to ensure that such documentation is available to authorized entities for review upon request.

5.5 Audits

At any time or times before final payment and up to three (3) years thereafter, OSSE and other respective jurisdictional administrative agencies of the District of Columbia may audit the applicant's expenditure statements and source documents.

5.6 W-9

Each applicant shall submit a completed W-9 form. If the applicant has submitted an updated W-9 to OSSE within the past year, the applicant shall provide the date of this submission.

5.7 Conflict of Interest

Grantees must avoid apparent and actual conflicts of interest when administering grants. Department of Education regulation 34 CFR 75.525(a) prohibits a person from participating in an administrative decision regarding a project if (a) the decision is likely to benefit that person or his or her immediate family member; and (b) the person is a public official or has a family or business relationship with the grantee. 34 CFR 75.525(b) provides further that a person may not participate in a project to use his or her position for a purpose that is – or gives the appearance of being – motivated by a desire for a private financial gain for that person or for others.

SECTION VI: ATTACHMENTS

Attachment A	ORIGINAL RECEIPT
Attachment B	APPLICANT PROFILE/COVER PAGE
Attachment C	ADMINISTRATIVE APPROVAL FORM
Attachment D	GRANT BUDGET & NARRATIVE JUSTIFICATION
Attachment E	ATTESTATION OF PRIORITY AREAS
Attachment F	ASSURANCES
Attachment G	APPLICANT ACKNOWLEDGEMENT OF COMPLIANCE WITH APPLICABLE DISTRICT AND FEDERAL STATUTES AND REGULATIONS
Attachment H	SCORING RUBRIC

**LATE OR INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED OR CONSIDERED FOR AN
AWARD**

ATTACHMENT A

ORIGINAL RECEIPT
Office of the State Superintendent of Education
FY 2016 COMMUNITY SCHOOLS INCENTIVE INITIATIVE GRANT

The Office of the State Superintendent of Education is in receipt of application from:

Lead Applicant Contact

Name:³

Lead Applicant Organization

Name :

Address (City, State, Zip):

Phone:

Fax:

E-mail Address:

Grant Application:

- ☐ **CSII2016-1: Community School Incentive Initiative Grant**
- ☐ **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population)**

OSSE USE ONLY:

Received on this date: _____ / _____ / _____

Received at this time:

Received by:

_____ Applications with original signature submitted

LATE APPLICATIONS WILL NOT BE CONSIDERED FOR AN AWARD

³ Applications must be submitted by one lead entity/applicant. Consortium may choose to designate the school, or one of the community based partner organizations, as the lead entity.

ATTACHMENT B

APPLICANT PROFILE/COVER PAGE
Office of the State Superintendent of Education
FY 2016 COMMUNITY SCHOOLS INCENTIVE INITIATIVE GRANT

Grant Application:

- ☐ **CSII2016-1: Community School Incentive Initiative Grant**
- ☐ **CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population)**

Applicant Name	_____
Name of Project	_____
Contact Person Name	_____
Contact Person Title	_____
Office Address	_____
Phone	_____
Fax	_____
Cell Phone	_____
E-mail Address	_____
Total Funds Requested	_____

ATTACHMENT C

ADMINISTRATIVE APPROVAL FORM
Office of the State Superintendent of Education
FY 2016 COMMUNITY SCHOOLS INCENTIVE INITIATIVE GRANT

Part of the success of a community school depends on the help and approval of the LEA and school leaders. The Community School Coordinator will occasionally meet with involved teachers, school administrators, participating community and national organizations, school maintenance crew and other key stakeholders to foster a communication and understanding of the community school initiative, its importance, and its care and maintenance needs.

Please have your LEA leader and principal/school administrator sign below indicating that they are aware of the application, grant requirements and are able to support the implementation of the Community School Incentive Project.

LEA Leader Name	_____
LEA Leader Signature	_____
School Administrator Name	_____
School Administrator Title	_____
School Administrator Signature	_____

ATTACHMENT D

**GRANT BUDGET & NARRATIVE JUSTIFICATION
Office of the State Superintendent of Education
FY 2016 COMMUNITY SCHOOLS INCENTIVE INITIATIVE GRANT**

Please attach a proposed detailed budget worksheet for the grant. Label document as “Attachment D.” The budget and narrative justification should include the following key elements:

- A. Personnel
- B. Fringe benefits
- C. Transportation
- D. Consultant/provider
- E. Supply
- F. Equipment
- G. Training

***NOTE:** Indirect cost is not an allowable budget item for this grant.

ATTACHMENT E

ATTESTATION OF PRIORITY AREAS
Office of the State Superintendent of Education
FY 2016 COMMUNITY SCHOOLS INCENTIVE INITIATIVE GRANT

In accordance with the Community Schools Incentive Act of 2012, priority for the Community Schools Incentive Initiative will be given to schools that have: 1) a focus on mental health and prevention, early intervention, and effective treatment services for mental health challenges; and adult education and training; and 2) a student population of which at least 75% of the students qualify for free or reduced-price lunch. Please have the Principal or Administrator of the school(s) involved in the eligible consortium sign below to attest to the school's status in regard to these priority areas.

1) _____ % of the students at _____
(name of school or LEA involved in eligible consortium)
qualify for free or reduced-price lunches under the National School Lunch Program.

2) Does the school have an existing focus on mental health and prevention/treatment services for mental health challenges?

YES

NO

If yes, please describe these services:

3) _____ % of the students at _____
(name of school or LEA involved in eligible consortium)
are homeless, as defined by McKinney Vento Act.

Principal/Administrator Name: _____

Title: _____

Principal/Administrator Signature: _____

ATTACHMENT F

ASSURANCES
Office of the State Superintendent of Education
FY 2016 COMMUNITY SCHOOLS INCENTIVE INITIATIVE GRANT

This document must be signed by the duly authorized officer of the applicant, the truth of which is sworn or attested to by the applicant, and signed in the presence of a notary public.

Name: _____
Title: _____
Name of Applicant Organization: _____
Address of Applicant Organization: _____
Telephone Number of Applicant Organization: _____
Email Address of Named Person Above: _____

We hereby attest the following:

1. We are able to maintain adequate files and records and can and will meet all grant reporting requirements;
2. Our fiscal records are kept in accordance with Generally Accepted Accounting Principles (GAAP) and account for all funds, tangible assets, revenue, and expenditures whatsoever; that all fiscal records are accurate, complete and current at all times; and we give the sponsoring agency through any authorized representative, the right to audit and inspect all records, books, papers, or documents related to the grant;
3. We are current on payment on all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensating premiums. (Except for public or charter schools, this statement of certification shall be accompanied by a Certificate of Good standing from the District of Columbia Office of Tax & Revenue (OTR) stating that the entity has complied with the filing requirements of District of Columbia tax laws and has paid taxed due to the District of Columbia, or is in compliance with any payment agreement with OTR);
4. We have demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative performance and audit trail;
5. If required by the grant making Agency, we are able to secure a matching amount not less than the total amount of the funds awarded, against losses of money and other property caused by fraudulent or dishonest acts committed by any employee, board member, officer, partner, shareholder, or trainee;
6. We are not proposed for debarment or suspension or presently debarred or suspended as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency;
7. We have the financial resources and technical expertise necessary for the production, construction, equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;

8. We will insure that the facilities under our school or organization’s ownership, lease or supervision, which shall be utilized in the accomplishment of the project are compliant with all District statutes, codes, and regulations;

9. If required by *The Healthy Schools Act of 2010* (HAS) (D.C. Law 18-209), our school or organization is in compliance of all of the requirements of this act;

10. We know and understand that awarded funds shall be used to support community-based education and activities which may include covering the costs salaries and benefits of personnel, transportation for students/community members, materials, training, and to support the promotion of community partnerships. Funding may not be used for travel expenses for employees and other personnel of members of the “eligible consortium.” The funds may not be transferred outside of, or within the organization or school, for any unrelated purpose; and

11. We will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly with whom they have family, business, or other ties.

12. We agree to indemnify, defend and hold harmless the Government of the District of Columbia and its authorized officers, employees, agents, and volunteers from any and all claims, actions, losses, damages, and/or liability arising out of this grant, or sub grant from any cause whatsoever, including the acts, errors, or omissions, of any persona and for any costs or expenses incurred by the District on account of any claim therefore, except where such indemnification is prohibited by law.

13. We will provide a sworn written statement by the applicant attesting to the truth whether the applicant, its officers, partners, principals, members associates, or key employees, within the last 3 years, has been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the applicant’s organization or (b) any crime or offense involving financial misconduct or fraud, or been the subject of legal proceedings arising directly from the provision of services by the organization. If the response is in the affirmative, the applicant shall fully describe any such indictments, charges, convictions, or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Authorized Representative Signature and Title

Date

ATTACHMENT G

**APPLICANT ACKNOWLEDGEMENT OF COMPLIANCE WITH APPLICABLE DISTRICT AND FEDERAL
STATUTES AND REGULATIONS**

The applicant shall comply with all applicable District and Federal Statutes and Regulations not limited to those below:

1. The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 et seq.)
2. The Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S. C. 701 et seq.)
3. The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a et seq.)
4. The Fair Labor Standards Act, Chap 676, 52 Stat, 1060 (29 U.S.C. 201 et seq.)
5. The Clean Air Act (Sub grants over 41000,000) pub. L. 108-201, February 24, 2004, (42 U.S.C. Chap 85et seq.)
6. The Hobbs Act (Anti-Corruption), Chap 537, 60 St. 420 (see 18 U.S.C. § 1951)
7. Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201)
8. Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 et seq.)
9. Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 et seq.)
10. The Military Selective Service Act of 1973
11. Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. 1001)
12. The Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101)
13. Executive Order 12459 (Debarment, Suspension and Exclusion)
14. The Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 et seq.)
15. The Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 et seq.)
16. Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20
17. The District of Columbia Human Rights Act of 1977, D.C. Official Code § 2-1401.01
18. Title VI of the Civil Rights Act of 1964
19. The District of Columbia Language Access Act of 2004, DC Law 15 -414, (D.C. Official Code § 2-1931 et seq.)
20. Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352)
21. The Individuals with Disabilities Education Act of 2004 (IDEA), 20 USC 1400 et seq.

As the duly authorized representative of the applicant, I hereby assure that the applicant shall comply with the above laws.

Authorized Representative Signature and Title

Date



ATTACHMENT H

SCORING RUBRIC
FY 2016 COMMUNITY SCHOOLS INCENTIVE INITIATIVE GRANT

Applications will be objectively reviewed and scored against the criteria outlined below:

SECTION A- Program Features (Maximum 20 points)		
Grant Requirements		
<p>This grant requires that the grantee demonstrate an ability to establish and sustain the following components:</p> <ul style="list-style-type: none">• “Eligible Consortium”/ Community Partnerships. Applicant provided a description of the proposed eligible consortium, including the type and number of community partners and how the consortium will address the needs and build upon the assets of the community that it will serve.• Understanding of the community’s need. Applicant provided an assessment of the local school community and neighborhood’s needs and assets, and an explanation of how the students and community will benefit from the community school;<ul style="list-style-type: none">○ For CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population), applicant provided an assessment and need of the homeless student population in the community.• Community Advisory Board. Applicant provided a plan for the development of a community school advisory board to include members of the school leadership, school faculty, parents of school students, community leaders, community-based organizations, and other community members.• Community School Coordinator. Applicant described a plan for staffing a community school coordinator position, including the qualifications of personnel, the availability of staff and/or the plan for recruitment and hiring to ensure that the coordinator is in place in time for start-up. The plan describes the responsibility of the Community School Coordinator and the amount of time that the Coordinator will devote to the position.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response provided, but answers do not demonstrate sufficient evidence of clear understanding of the responsibilities as outlined in this section.	Substantially meets criterion- Response addresses all required elements and provides clear understanding of the grantee responsibilities as outlined in this section.
0	4	8
<i>Strengths:</i>		
<i>Weaknesses:</i>		

Program Mission and Vision		
<p>Applicant provided a mission and vision statement of the community school that demonstrates how the community school shall address the needs and build upon the assets of the community it serves. The mission statement should: (1) clearly articulate the consortium’s overall vision/philosophy of the “community school” approach, and the significance of serving students through a community school approach.</p> <ul style="list-style-type: none"> For CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population), special consideration should be given to supporting the homeless student population. 		
Fails to meet criterion- Response did not address all required elements	Minimally meets criterion- Response did not fully address all required elements and does not demonstrate clear understanding of the purpose of the grant.	Substantially meets criterion- Response fully addresses the required elements
0	2	4
Strengths:		
Weaknesses:		
Program Goals		
<p>Applicant listed the program’s three (3) overarching goals. In defining the goals, applicant included student-level performance goals as well as program-level performance goals. Describe how the goals will be used as a basis for measuring the effectiveness of the consortium.</p> <ul style="list-style-type: none"> For CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population), please include as one of the three (3) overarching goals, a goal focused on the homeless student population. 		
Fails to meet criterion- Response did not provide three goals	Minimally meets criterion- Response provides three required goals but goals are not aligned to measurement of student level performance	Substantially meets criterion- Response provides three required goals and clearly describes alignment to student-level performance and program level performance
0	2	4
Strengths:		
Weaknesses:		

Program Start-Up		
Applicant described training/orientation plans for school staff and key stakeholders to ensure that the purpose of the community school approach is clear to all stakeholders. Applicant included a timeline for the implementation of the community school (may be included as an attachment and will not be counted towards the ten (10) page limit).		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	2	4
<i>Strengths:</i>		
<i>Weaknesses:</i>		
<p align="center">Total Points Section A: ____/20 points</p>		

SECTION B - Program Implementation and Monitoring (Maximum 20 points)		
Parent/Student Involvement		
Applicant described the role that the consortium will play in ensuring that families are welcomed and encouraged to seek community school support.		
<ul style="list-style-type: none"> For CSII2016-2: Community Schools Incentive Initiative Grant (SPECIAL FOCUS: Supporting homeless student population), applicant described the support that will be provided to ensure targeted support is provided to homeless families in the community. 		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response provided, but answers do not demonstrate sufficient evidence of clear understanding of the responsibilities as outlined in this section.	Substantially meets criterion- Response addresses all required elements and provides clear understanding of the grantee responsibilities as outlined in this section.
0	2	4
<i>Strengths:</i>		

<i>Weaknesses:</i>		
Community Engagement		
Applicant described how the consortium intends to foster a relationship with community agencies/organizations that serve the community school students. The degree to which the applicant is able to use the opportunity to demonstrate the creative use of existing partnerships and/or secure additional resources from community partners will be considered.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	2	4
<i>Strengths:</i>		
<i>Weaknesses:</i>		
Data Collection		
Description was provided on how data would be collected to assess/evaluate the program on a regular basis (i.e. method and frequency).		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	3	6
<i>Strengths:</i>		
<i>Weaknesses:</i>		

Program Evaluation		
Description of the evaluation plan was provided that address how the program would be evaluated.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	3	6
<i>Strengths:</i>		
<i>Weaknesses:</i>		
<p align="center">Total Points Section B: ____/20 points</p>		

SECTION C – Financial Management and Sustainability (Maximum 20 points)		
Financial Management		
Description of the financial management and internal accounting procedures that will be used to ensure proper financial management.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response addresses all required elements but descriptions do not demonstrate sufficient evidence of a plan that can be effectively implemented.	Substantially meets criterion- Response addresses all required elements and provides clear evidence of a plan that will ensure effective implementation.
0	4	8
<i>Strengths:</i>		
<i>Weaknesses:</i>		

Program Budget		
Proposed budget and narrative description of the proposed use of grant funds, which budget shall reflect a core concept of service coordination and integration and the narrative describe how the eligible consortium shall provide at least four (4) additional services that did not exist before.		
Fails to meet criterion- No proposed budget was included.	Minimally meets criterion- Proposed budget was submitted; however, the proposed budget does not reflect a core concept of service coordination and integration.	Substantially meets criterion- Proposed budget was submitted and reflects a clear alignment the purpose of the grant, including the core concept of the service coordination and integration.
0	3	6
<i>Strengths:</i>		
<i>Weaknesses:</i>		
Program Sustainability		
Description of how the consortium plans to continue operation after the grant period. Provide how identification of possible funding opportunities will occur after the grant period.		
Fails to meet criterion- Response does not address all required elements outlined in this section.	Minimally meets criterion- Response provided, but does not sufficiently describe how additional funding will be obtained to ensure program sustainability.	Substantially meets criterion- Response provided and clearly describes how additional funding will be obtained to ensure program sustainability.
0	3	6
<i>Strengths:</i>		
<i>Weaknesses:</i>		
<p style="text-align: center;">Total Points Section C: ____/20 points</p>		

Total Points for Section A (out of 20 points)	
Total Points for Section B (out of 20 points)	
Total Points for Section C (out of 20 points)	
GRAND Total (out of 60 points)	